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DD / S REGISTRY

FILE

28 JAN 1970

Training 3-2

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff

SUBJECT : Support Directorate Problem Solving Seminar

REFERENCE : Memo dtd 11 June 69 to all DD/S Office Heads, frm
DD/S, subj: Same

1. Reference requested Office submissions of problems for seminar consideration and outlined procedural steps and responsibilities for the program. To date, four seminar groups have addressed problems submitted by the Support Offices:

a. Group #1. GS-15--September 1969

Problem: How can new Support requirements be met under increased budget and personnel control?

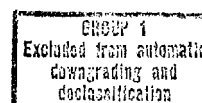
b. Group #2. GS-14--October 1969

Problem: Should opportunities for inter-office assignments be increased?

c. Group #3. GS-13--October 1969

Problem: What kind of mid-career training should be given to professional employees not selected for the Mid-Career Executive Development Course (MEDC).

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d. Group #4. GS-12--December 1969

Problem: What steps can be taken to ensure open and mutually understanding communication between DD/S management at all levels and the young professional, and how can young professional employees be increasingly involved in major problems and the decision making process?

2. These first few seminars have been very successful; action has been taken to implement certain recommendations and to refer others for further study and review. I wish to maintain the high standards of interest, effort, and, hopefully, product established by these early groups.

3. I have reviewed the list of problems originally submitted by you but not yet considered in the seminars. Some of them lend themselves to study by a special group and the balance, I feel - for a variety of reasons - are not suitable for group study particularly since we all now have seminar experience. Accordingly, I ask that each of you submit a new list of suggested topics for seminar consideration. Problems submitted should be sufficiently non-technical so that each member of the group can "get a handle" on the problem and contribute to his fullest.

4. I ask that you submit your problem suggestions to my office by 10 February 1970.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

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DD/S-SOS: :ng (23 Jan 70)

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Note: Submission date changed fr 3 Feb to 10 Feb 70 per JWC.

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Mr. Coffey		2 JAN 1970		
2	Mr. Bannerman				
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4					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>Attached is ^{proposed} draft memo to Office Heads re new problems for the Seminars. - we had it typed in final. The January 30 was not possible even when we first saw the [redacted] draft. The interim will permit officers to get my new ideas for your review and decision. [redacted]</p>					
FOLD HERE TO RETURN TO SEN					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	

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21 January 1970

NOTE FOR: Mr. Bannerman
Mr. Coffey

1. The Management Course schedule, to which the Seminars are linked for OTR admin/support purposes, is:

15 February 1970 - AMP

5 April - AMP

10 May - Senior Management

21 June - " "

2. In order to make a February running, feels he should have the problem and participants by 30 January at the latest. I think we'd be pushed hard to meet this.

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3. We've used 4 of the 28 problems initially submitted. It would appear that we might consider less frequent runnings in the future - say, once a quarter. I suggest that the next two runnings be scheduled for 5 April and 21 June, and pick up again in the fall in accordance with the Management Faculty schedule.



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